



**FUNDING
APPLICATION
FOR**

**BOSTON GREEN BUILDING INITIATIVE
BRA Green Building
Feasibility Study Grant Program**

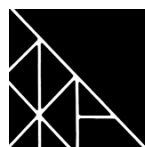
Proposal Due: 4:00 PM February 15, 2005

CITY OF BOSTON
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**Boston
Redevelopment
Authority**



ONE CITY HALL SQUARE BOSTON MASSACHUSETTS 02201
JANUARY 2005

I. PROGRAM OVERVIEW

The Boston Redevelopment Authority (“BRA”) announces the second round of the BRA Green Building Feasibility Study Grant Program. Funding is available to support the costs of early stage feasibility studies to evaluate and assess the inclusion of eligible renewable energy technologies and related renewable energy and energy efficiency features in new green building construction, or major renovation or rehabilitation projects.

The goal of the Boston Green Building Initiative and the BRA Green Building Feasibility Study Grant Program is to promote and increase the construction of green buildings. And, in general, to further develop green building strategies in order to increase the knowledge of the benefits of green building and renewable energy technologies among building professionals and the general public. To meet this goal, the Boston Green Buildings Initiative will support and promote the inclusion of eligible renewable energy and other related renewable energy and energy efficiency technologies and strategies in the design, planning and construction of individual renovation, rehabilitation and new construction building projects.

The BRA has a total of \$93,200 to allocate for the BRA Green Building Feasibility Study Grant Program to be dispersed in two phases. The initial round of grants were awarded to two projects for a total of \$37,280. \$55,920 will be available for the second round of grants. The BRA anticipates awarding three (3) grants to three (3) different projects with an average grant size of \$18,640.

Feasibility Study

BRA will provide grants to support the disciplined consideration of renewable energy and energy efficiency features as part of an integrated green building project. The study should address green building and construction goals, strategies, features, technologies and practices related to site and building design, waste reduction, energy and water efficiency, materials and resources, health and safety, indoor air quality and operations and maintenance.

Grant funds may be used to support the range of activities outlined below including, but not limited to, technical analysis and comparison of renewable energy alternatives; analysis of the effects of selected renewable energy options on other building systems; development of preliminary sizing, specifications and costing; life cycle cost/benefit analysis; and incorporation of selected renewable energy alternatives in building modeling. The BRA will reimburse grantees for the incremental costs of the services of the grantees’ design teams (architects, engineers, *etc.*) to complete the proposed tasks. Feasibility study grants may not be used to reimburse or otherwise write down costs already incurred, or performed prior to the date of the award and the execution of the project grant agreement.

Technologies and features eligible for assistance include: solar photovoltaic and solar thermal electric energy; wind energy; ocean thermal, wave or tidal energy; fuel cells; landfill gas; naturally flowing water and hydroelectric; low emission, advanced biomass power

conversion technologies, such as gasification using such biomass fuels such as wood, agricultural or food wastes, energy crops, biogas, biodiesel, or organic refuse-derived fuel; storage and conversion technologies connected to qualifying generation projects; and appropriate joint energy efficiency and renewable energy projects.

II. SCHEDULE AND SELECTION PROCESS

The BRA Green Building Feasibility Study Grants will be awarded on a competitive basis through the calendar year 2005 with a goal of selecting proposals from a range of the following building use type and construction type categories:

Building Use Types

- Commercial / Office / Institutional
- Commercial / Retail / Mixed
- Industrial / Commercial
- Residential - large
- Residential - small - multi-building

Building Construction Types

- New Construction
- Historic Restoration / Rehabilitation
- Major Building Renovation

The following is the schedule for the Application (subject to modification by the BRA)

- BRA issues Application: January 18, 2005
- Applicants proposals due: February 15, 2005
- BRA awards grant contract: April 5, 2005

Projects that do not receive funding in the first round may reapply and be reconsidered for funding in the second round.

Eligible Projects

- Projects must be located within the city limits of Boston.
- Applicants can be individuals, non-profit organizations, corporations or partnerships.
- Applicants must demonstrate evidence that the project has financing and will commence construction within two years. Joint applications and partnerships are welcome.
- Applicants must demonstrate sufficient evidence of a project's commitment to serious investigation of integrated green design and the use of eligible renewable energy technologies.
- The U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) building rating system is the preferred benchmark for the Boston Green Building Initiative. The LEED system promotes sustainability by asking project owners and developers to review siting, design and construction decisions with specific reference to the project's impact on the environment, by evaluating buildings against a series of standards for various green attributes, and by assigning points based on the degree to which the building incorporates these attributes. While applicants may propose an

alternate project assessment method as a benchmark for “green,” the applicant must specifically document the alternative method’s comparability to LEED.

- Participants and projects already receiving awards through the Massachusetts Technology Collaborative (“MTC”) and / or the Renewable Energy Trust (“RET”) programs are not eligible for assistance under the BRA Green Building Feasibility Study Grant Program. Participation in the BRA Green Building Feasibility Study Grant Program does not preclude future funding from either BRA, MTC or RET, or future Boston Green Building Initiatives.

Submission Requirements

Proposals will be judged on quality of content. All respondents must submit one (1) unbound original of their proposal to the BRA printed on recycled content paper. One (1) bound original and one single electronic file (Adobe PDF, or MS Word) on a standard Compact Disc. The outside of the proposal shall plainly identify the subject of the proposal, the name and address of the development project and of the submitting persons or organizations. All proposals must respond to the following in the order stated below:

1. A one-page narrative (not to exceed one page) describing the applicant, the proposed project’s replicability and public visibility, and why they should be considered for this grant.
2. A brief (not to exceed two pages) description of the project including:
 - a) A description of the proposed construction or renovation; type of building project (commercial, residential, etc.); square footage of development and site footprint; status of site or site selection; status of building planning or design; and
 - b) A description of this project’s impact on the immediate area.
3. A brief (not to exceed two pages) development team summary that includes the following:
 - a) The type of organization/ownership structure (e.g., individual, non-profit, corporation, partnership, joint venture);
 - b) A list of the members of the project team with contact information (mailing address, telephone, fax and email);
 - c) Brief description of the role and responsibilities of members of the project team;
 - d) Brief description of similar projects the applicant has completed; and
 - e) A list of all projects currently in development by the project team with their statuses and projected timelines.
4. Detailed description of the proposed task-oriented feasibility study project plan and budget as it relates to green building and construction goals, strategies, features, technologies and practices related to site and building design, waste reduction, energy and water efficiency, materials and resources, health and safety, indoor air quality and operations and maintenance.

Please identify:

 - a) The tasks Applicant will undertake if awarded a Feasibility Study Assistance Grant;
 - b) Who will perform the tasks; and
 - c) An estimated budget relating to the task(s).
5. Present a schedule for the project, including starting dates and duration for all tasks. Identify critical milestones.

Evaluation Process

The BRA will assemble a committee of City staff and outside peers to review the applications and recommend projects for funding to the BRA Director. From this review, the committee may select proposals solely on the basis of materials submitted. The committee may contact any or all respondents to clarify submitted information.

(a) Threshold Criteria

BRA reserves the right to make awards only to projects that, in its sole judgment, meet the following threshold criteria and beneficially contribute to the objectives of this Initiative:

- The proposal is complete and responsive to the Initiative's requirements;
- The clarity, specificity and consistency of the proposal is sufficient to be deemed credible;
- There is sufficient evidence of the project's commitment to serious investigation of integrated green building design and the use of renewable energy technologies;
- The project is not duplicative of other projects funded by the BRA Green Building Feasibility Study Program; and
- The project is otherwise consistent with the goals of the Boston Green Building Initiative and the BRA.

(b) Qualitative Criteria

The review committee will use the following qualitative criteria to assess and rank proposals:

- Evidence of commitment and support for green building and renewable energy in the project development process to date;
- Clarity, specificity and relevance of the study activities proposed to be undertaken; and
- Reasonableness of the proposed study costs, including the proposed portions to be funded by the applicant.

(c) Other Criteria

The BRA reserves the right to consider other criteria in making competitive awards among comparably qualified applicants, including:

- Achieving geographic distribution of projects throughout Boston;
- Diversifying participation by limiting multiple awards to the same applicant or project team;
- A project's potential contribution to the City's planning and economic development objectives, such as location, building use and job creation; and
- A project's potential to be replicated and for public visibility and access.
- The project team's preparedness to proceed and to meet the proposed schedule.

The BRA reserves the right to amend or otherwise alter the schedule or allocation of funds. All such changes will be posted on the BRA website.

III. CONTRACT REQUIREMENTS

Services and Deliverables to be Provided by Grantee

Grantees are expected to complete the agreed-upon feasibility study tasks in accordance with current professional standards and the Project Grant Agreement. Upon completion of the work, grantees will provide BRA with a final written report that will include the following: a summary of the options investigated; the resulting findings and conclusions with cost-benefit information; and the grantees' decision regarding proceeding with green building design and construction, detailing specific barriers if the grantee decides not to proceed in part or whole. Descriptions of the particular methodologies used and copies of a feasibility study's work products should be included as a part of the final report.

Grantees and their project teams will be expected to provide good faith cooperation with the Initiative's evaluation activities, including the development of case study materials for public dissemination. Grantees must agree to participate in process evaluation interviews, information-sharing workshops with other grantees and peers, and to permit BRA to use and disseminate the feasibility study information and results.

IV. GENERAL REQUIREMENTS

(a) Notice of Public Disclosure

Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements. As a public entity, the BRA is subject to the Massachusetts Public Records Law. Documents and other materials made or received by its employees are subject to public disclosure unless they are specifically exempted. Careful consideration should be given before confidential information is submitted to BRA. Applicants should submit only the information that is essential to support their applications. Applicants who want to submit proprietary information must comply with the following procedures *prior* to submitting the information. Failure to follow the procedures may result in the inability to protect the confidentiality of the information.

Applicants seeking to have the BRA assert the proprietary exemption must file a written request prior to submitting the information, identifying the record constituting proprietary information and the reasons why disclosure of such record would cause substantial inquiry. The request shall be sent to the BRA General Counsel, at One City Hall Square, Boston, MA 02201-1007. No electronic or facsimile submissions will be accepted.

All materials submitted become the property of BRA and will not be returned.

(b) Waiver Authority

BRA reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the application, to accept or reject any or all

applications received, to award full or partial funding of any request, and/or to cancel all or part of this solicitation at any time prior to awards.

(c) Changes/Amendments to Solicitation

This solicitation has been distributed electronically using the BRA's website. It is the responsibility of applicants to check BRA's website for any addenda or modifications to a solicitation for which they intend to respond. BRA and its subdivisions accept no liability and will provide no accommodation to applicants who submit a response based on an out-of-date solicitation document.

(d) Submission Deadline

Proposals must be received at the BRA no later than 4:00 P.M., February 15, 2005

Proposals received after the scheduled closing time will not be considered.

Proposals should be mailed or delivered to the attention of:

John Dalzell, Sr. Architect
Boston Redevelopment Authority
One City Hall Square
Boston, MA 02201-1007

V. CONTACT INFORMATION

Please direct any questions or comments on this RFP to:

John Dalzell
Ph: 617 / 918-4334
E-mail: <mailto:john.dalzell.bra@ci.boston.ma.us>
Boston Redevelopment Authority
One City Hall Square
Boston, MA 02201-1007

Or

Mark McGowan
Ph: 617/ 918-4275
E-mail: <mailto:mark.mcgowan.bra@ci.boston.ma.us>
Boston Redevelopment Authority
One City Hall Square
Boston, MA 02201-1007